



**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2012 - JUNE 30, 2013
Deadline: July 12, 2013**

1. DEPARTMENT INFORMATION:

Department: BOS-District 4
Division/Unit: _____

2. VOLUNTEER PROGRAM BENEFITS:

a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc).

No. of Vol.	4	Hours	599	X	\$22.14	=	\$13,261.86
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Types of work performed by GENERAL VOLUNTEERS in this category:

b. INSTITUTIONAL VOLUNTEERS (this section should include honor camp inmates, PIC/RETC, GAIN, etc.)

No. of Vol.		Hours		X	\$22.14	=	\$0.00
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level

<u>Position</u>	<u>Hours</u>	X	<u>VCL</u>	=	<u>Dollar Benefit</u>
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
No. of Vol. Total Hours 0 Total Value =					\$0.00

Types of work performed by SPECIALIZED VOLUNTEERS in this category:

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

	<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
2a.			
2b.			
2c.	4	599	\$13,261.86
Total Vol. 4 Hours 599 Total Value = \$13,261.86			

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	<u>\$13,261.86</u>
b. Total of Donations to Volunteer Program, Item 3 (Page 2)	<u>\$0.00</u>
c. Subtract Total of Program Costs, Item 4d (Page 3)	<u>\$0.00</u>

TOTAL PROGRAM BENEFIT

\$13,261.86

6. RECRUITING:

Please describe your recruiting programs:

The District 4 recruiting program is primarily referral based. We do not actively seek interns. Rather, they are referred by friends, former interns and local educators, primarily those at San Diego State University and Point Loma Nazarene.

7. SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:

Please describe any special activities and/or achievements your program was involved in during the period of this report:

The interns in District 4 have participated in numerous community fairs, attended a number of press conferences and assisted with digital photography and video. Rather than assigning them specific tasks, such as copying, the interns are encouraged to join with various members of the staff as they attend internal and external meetings. The program is experienced based rather than task based.

3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

Item Donated:	_____	Value:	_____
Item Donated:	_____	Value:	_____
Item Donated:	_____	Value:	_____
Item Donated:	_____	Value:	_____
Item Donated:	_____	Value:	_____

TOTAL VALUE =	\$0.00
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4. VOLUNTEER PROGRAM COSTS:

a. Cost of supervision of volunteers (total hours of direct supervision multiplied by the hourly rate of staff person (s) directly supervising program volunteers.)

Hours		X	Rate		=	\$0.00
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b. Cost of program coordination (total hours of program coordination multiplied the hourly rate of coordinator(s)). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placement, recognition, etc.)

Hours		X	Rate		=	\$0.00
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c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

<u>Item</u>	<u>Cost</u>
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL OF OTHER PROGRAM COSTS	=	\$0.00
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d. TOTAL OF VOLUNTEER PROGRAM COST (add 4a, 4b, and 4c)	=	\$0.00
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8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2013-14:

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

The program goal for interns is to help them start or advance their careers, which includes exposing them to the reality of work in a government setting. The unique position of working in the office of an elected official brings them exposure to multiple departments. District Four generally operates with one intern at a time, and has gone regularly with no interns. Training focuses on use of the computer and standard county programs, social media, use of a digital camera and the downloading of photos, light video editing on YouTube, electronic collection of news clips

9. GENERAL INFORMATION:

Name of person completing report:	<u>Josyl Wong</u>		
Phone: <u>619-531-5430</u>	Mail Stop: <u>A-45</u>	E-Mail:	<u>Josyl.Wong@sdcounty.c</u>
Volunteer Coordinator:	<u>Tim McClain</u>		
Phone: <u>619-531-5544</u>	Mail Stop: <u>A-500</u>	E-Mail:	<u></u>

10. DEPARTMENT CERTIFICATION:



7-31-2013
DATE

